

State = items required by the State | **HBR** = HBR REALTOR® requirements

Register as a Principal Broker (PB) and New Office

- State** Submit Application for New Office with Business Registration at <http://cca.hawaii.gov/breg/>
- State** Submit Application for New Office with DCCA (Department of Commerce and Consumer Affairs) at <http://cca.hawaii.gov/reb/>
- HBR** Upon notification of DCCA approval, the Principal Broker (PB) can submit application and payment to HBR/MLS.

Within 30 Days

- HBR** PB should notify HBR within 30 days of the licensee becoming active with their firm. Per HBR Bylaws, Page 16, Article X – Dues and Assessments, each active licensee will be assessed dues and fees.
- HBR** Notification of status changes: if an agent in the firm has a status change (e.g., transferring to another firm, placing license inactive, name change, etc.) forward a copy of the DCCA Change Form to HBR at membership@hcentral.com and original to DCCA.
- HBR** PB is responsible to ensure that new agents, upon joining HBR, submit their photo to HBR at customerservice@hcentral.com to activate their SentiLock account.

Within 90 Days of New Agent Joining HBR

- HBR** PB is responsible to ensure that all new agents complete the mandatory New Member Orientation upon joining the Board.

Annually – June and December

**** June 1: MLS Renewal Fee notification mailed | June 30: MLS renewal payment due ****

- HBR** PB is responsible to ensure that all agent's payments and/or copies of the DCCA Change Form releasing the agent is submitted to HBR **by June 30** to avoid late fees, suspension and/or termination (www.hcentral.com/register)
- HBR** If there are any changes in their agent's status or addition of new agent(s) that have not yet been submitted, PB should notate them on **HBR's Statement of Certification Form** and send the signed form to HBR at membership@hcentral.com.

Checklist continues on page 2

**** November 1: Membership Renewal Dues notification sent | December 31: Membership Renewal payment due ****

- HBR PB is responsible to ensure that all agent's payments and/or copies of the DCCA Change Form releasing the agent is submitted to HBR **by December 31** to avoid late fee, suspension and/or termination (www.hicentral.com/register)

- HBR If there are any changes in their agent's status or addition of new agent(s) that have not yet been submitted, PB should notate them on **HBR's Statement of Certification Form** and send the signed form to HBR at membership@hicentral.com.

- HBR Verify online that all agents have paid HBR renewal dues (www.hicentral.com/register)

- HBR Verify online that all agents have paid MLS renewal fees (www.hicentral.com/register)

Every Even Year

By November 30: PB is responsible to ensure the following renewals are submitted to DCCA at <https://pvl.hawaii.gov/mypvl>:

- State Principal Broker License Renewal

- State Firm License Renewal

- State Verify online that all agents have submitted their Agent License Renewal
Required Courses:

- State Complete 20 hours of CE credits **by November 30** as required for DCCA License Renewal (<https://pvl.hawaii.gov/mypvl>)
 - State Core A – Date taken: _____
 - State Core B – Date taken: _____
 - State Electives (14 credits)
Dates taken: _____

- HBR Verify online that all agents have completed 20 hours of CE credits.

Every Three Years

- HBR Complete mandatory National Association of REALTORS® (NAR) Code of Ethics Course **by December 31** as required for REALTOR® membership.
 - HBR COE – Date taken: _____
 - HBR If COE not taken through HBR, date HBR notified: _____